



BMO Spend Dynamics P-Card Manual

- A Procurement Card (P-Card) is used in order to purchase goods and services for the district in a quick, efficient manner. The P-Card is a user friendly tool that assists cardholders in getting what is needed.
- Purchases must fit within your department's budget, and all purchases must be assigned an account code.
- Staff member purchases must be in accordance with state law and other applicable School Board Policies as outlined in [4:060-Purchases and Contracts](#).
- Any misuse or abuse of the P-Card, including missing receipts, will result in your P-Card being revoked.
- Travel expenses should follow the guidelines as indicated in 5:60-Expenses.
- **Purchases must be reconciled on Spend Dynamics by the 10th of each month.** All purchases must be signed off by staff member's supervisor as indicated.
- Itemized receipts must be attached to your monthly statement.
- Batavia School District purchases are tax exempt. It is the responsibility of the cardholder to ensure that sales tax is not charged.

If you have any additional questions, please do not hesitate to contact:

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Reconciling Your Statement

To get started, visit www.bmospenddynamics.com

Upon logging in, click on 'Card Transactions'.



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Welcome Jannotta Lindsay

Your last visit:

03/06/2017 10:48:35

Company data last loaded:

03/05/2017

BMO Spend Dynamics Administrator Update

Following the installation of a Microsoft security update released on July 12, 2016 (Bulletin: <https://technet.microsoft.com/library/security/MS16-088>), you may be experiencing issues opening Microsoft Excel documents downloaded from BMO Spend Dynamics. Documents may not open, or will open however the contents are blank. Microsoft is aware of the issue, and is currently working on a fix.

Until Microsoft deploys a fix, the following steps can be utilized to access the downloaded information:



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Click on the statement you would like to view. Please note, the current statement will typically be the 2nd from the top.

Card Transactions

Items Requiring Attention

Bank of Montreal - MasterCard

(6192) - 04/05/2017

(6192) - 03/05/2017

(6192) - 02/05/2017

(6192) - 01/05/2017

(6192) - 12/05/2016

(6192) - 10/05/2016

(6192) - 09/05/2016

(6192) - 08/05/2016


(6192) - 07/05/2016

(6192) - 06/05/2016

(6192) - 05/05/2016

(6192) - 04/05/2016



Once on the Card Transactions Page, items that have a red 'X' next to them require your attention. Click on the red 'X' to add your details.

Amount Incl
-250.00 

You are required to enter the following information on the following screen:

- 1) GL Code – Enter the account number you are charging. Do not enter any periods or spaces.
- 2) Amount – The amount of the charge should already be filled in this field, please verify.
- 3) Description – Enter a detailed description of your charge.

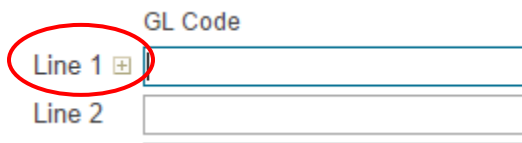
Once you have entered this information, click 'Save'. Repeat this process for each line item that has a red 'X'. When you are done, all items should show a green check mark.

Tran Date	Supplier	Image(s)	Source Amount	Amount Tax	Amount Incl	
02/10/2017	Rvt*sycamore Cusd 427-	No	.	0.00	20.00	
02/13/2017	II Tollway Auto Replen	No	.	0.00	40.00	
02/28/2017	III Assoc Of School Bu	No	.	0.00	250.00	
02/28/2017	III Assoc Of School Bu	No	.	0.00	250.00	
02/28/2017	III Assoc Of School Bu	No	.	0.00	250.00	
02/28/2017	III Assoc Of School Bu	No	.	0.00	250.00	
02/23/2017	Payment - Personal - Payment Received - Thank You	No	.	0.00	-60.00	

Splitting a Charge into Multiple Accounts

If you need to use more than one account to split a charge, you may do so on the 'Transaction Details' screen for the particular charge.

Click on the + sign next to 'Line 1'.



GL Code

Line 1

Line 2

From there, a screen will open up that will ask how many lines you want to split the charge into. Change the drop-down menu into the amount of accounts you need and click 'Save'. It will take you back to the main screen. From here you can enter multiple account numbers. Be sure the total amount is correct, enter your description, and then click 'Save'.

Split Transaction Line

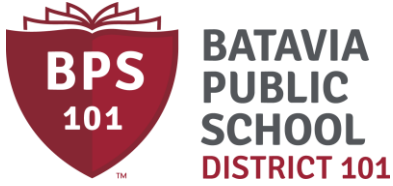
Please select the number of lines that you would like to split the selected line over. You are then able to change the amount allocated to each line before saving your changes

Number of Lines required:

	Line Amount
Line 1	<input type="text" value="5.00"/>
Line 2	<input type="text" value="5.00"/>
Balance	<input type="text" value="0.00"/>

Cancel

Save



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Printing a Copy of Your Statement

To print a copy of your statement for your supervisor to review, click on the 'Home' screen. Under the Main Menu, click 'eStatement'.

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From the drop-down menu, choose the Period you would like to print, and click Ok. This will bring up your account activity for this statement period. To get a printer-friendly version, you'll have to click 'Export to Excel'. After you have done this, the report is sent to your Report Outbox. Click 'Report Outbox' from the side menu. Please note it may take a few minutes before your report is available.

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From here, you can click on the download icon to download Statement Report in Adobe format.


Folder Report Outbox

Folder Size 107 kb

File Name

Size KB

Date Stamp

 BMO_Statement_6192_20170305.pdf

107

03/30/2017 13:22:09

